

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

January 1 – January 31, 2009

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
January 2009

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on January 9.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on January 26.

The Records Center Performance Measurements Reports were submitted to the TOAM on January 14.

The PM and RMS IV/Assistant Manager met with the TOAM, Contracting Officer, and Rose Russo the President of GRB Environmental Services on January 15, to discuss the Program Manager transition.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 1,818 documents and edited 2,046 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

FEDERAL CORRECTIONAL INSTITUTE LOMPOC
HAMILTON AIR FORCE BASE

The site assessment Librarian IV received 2.8 lft. of new documents, of which .1 lft. were federal facilities documents, and processed 11 new sites.

Circulation Department staff shelf-read approximately 57.5 lft. of site files during the month.

On January 9 staff met with the TOAM to discuss Operating Industries, Inc., Landfill documents. Indexing and communication issues were resolved so that indexing could go forward.

On January 22 and 23 staff met with RPM Rick Sugarek to discuss indexing requirements for Sulphur Bank Mercury Mine and Iron Mountain Mine documents. As a result of the meeting indexing will go forward.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

4.6 lft. of documents were picked up from EPA regional offices. 3 Transfer of Records forms were processed.

.7 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated January 21.

FRC Storage Report, updated January 21.

On-Site Storage Report, updated January 21.

Contracts On-Site Storage Report, January 9, 20 & 28.

Staff checked .1 lft. of unindexed Klau/Buena Vista Mine and .3 lft. of Waste Disposal Inc documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,394 documents (27,898 pages) during January and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Nine Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

BURR BROWN, OU 01, SSID 09L8 (3 pkgs)

HASSAYAMPA LANDFILL, OU 00, SSID 09B8

PHOENIX-GOODYEAR AIRPORT AREA, OU 03, SSID 09R8 (3 pkgs)

SOLA OPTICAL USA, INC, OU 01, SSID 09J8 (2 pkgs)

Staff received 6 requests for cost package and/or contract documents, performed 5 database searches in SDMS/Lotus Notes and provided 12 documents for EPA staff during January.

Site-specific charges occurred for the following sites:

BURR BROWN, OU 01, SSID 09L8

INDIAN BEND WASH NORTH, OU 01, SSID 0920 (2 reqs)

MARSH CREEK RD ABANDONED DUMP SITE, OU 00, SSID 09RX

MEW STUDY AREA, OU 01, SSID 09M6

OPERATING INDUSTRIES, INC., LANDFILL, OU 03, SSID 0958 (work for SSID 092T charged to 0958)

The Cost Package Documentation Index was updated on January 4, 15, 22 & 29.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 4.2 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of January, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	01	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09ZZ	N/A	ALITA MACARONI (BROWNFIELDS)
09DJ	00	AMCO CHEMICAL

SSID#	OU	Site Name
09DJ	01	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
0983	00	APPLIED MATERIALS
0934	00	ATLAS ASBESTOS MINE
09ZZ	N/A	AVALON PARK WETLAND PROJECT (BROWNFIELDS)
09ZZ	N/A	AVONDALE RIGHT OF WAY (BROWNFIELDS)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
09ZZ	N/A	CA DTSC (BROWNFIELDS)
09ZZ	N/A	CASA GRANDE DEVELOPMENT/LYNNWOOD (BROWNFIELDS)
09GY	01	CASMALIA PHASE II
09PQ	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
09GY	01	CASMALIA RESOURCES
0971	01	CASTLE AIR FORCE BASE
09MU	00	CHINO AIRPORT RADIUM DIALS
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	EL RICO AIRPORT
09H6	01	EL TORO MARINE CORPS AIR STATION
09CK	00	FEDERAL CORRECTIONAL INSTITUTE LOMPOC
094R	01	FRONTIER FERTILIZER
09ZZ	N/A	GORMAN VACANT LAND DUMP SITE (BROWNFIELDS)
09CP	00	GREY EAGLE MINE
09X6	00	HALACO ENGINEERING CO
098M	00	HAMILTON AIR FORCE BASE
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
0920	01	INDIAN BEND WASH NORTH
09J2	00	INTERSIL INC./SIEMENS COMPONENTS
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
097J	02	LEHR/OLD CAMPUS LANDFILL
09ZZ	N/A	LERNER'S GAS STATION (BROWNFIELDS)
09ZZ	N/A	LEVERTON PROPERTY (BROWNFIELDS)
098N	00	LONG BEACH NAVAL STATION
09X8	02	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
09JZ	00	MASTER PLATING
09QN	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
09J4	00	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	06	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09AY	00	NU-WAY PLATING
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09ZZ	N/A	PHOENIX AVE SITES (BROWNFIELDS)
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA

SSID#	OU	Site Name
09LX	00	PRESERVATION AVIATION
09LX	01	PRESERVATION AVIATION
09ZZ	N/A	PROPOSED MENDOTA JR HIGH SCHOOL (BROWNFIELDS)
09ZZ	N/A	PROPOSED VALENTINE ELEMENTARY SCHOOL (BROWNFIELDS)
09ZZ	N/A	PROTO METALS
0921	00	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09LC	00	RINCONADA MINE
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09ZZ	N/A	SAN FRANCISCO IRON FOUNDRY
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09LH	00	SAYLOR WAY MERCURY SPILL
0944	02	SELMA TREATING CO
09J8	01	SOLA OPTICAL USA, INC
0942	00	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09W6	00	SPARKS SOLVENT/FUEL SITE
09ZZ	N/A	ST JOHNS CONSTRUCTION DUMP (BROWNFIELDS)
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
0981	01	TH AGRICULTURE & NUTRITION
09M7	00	TRAVIS AIR FORCE BASE
09P3	05	TREASURE ISLAND NAVAL STATION- HUN PT AN
099D	00	TUSTIN MARINE CORPS AIR STATION
09R3	01	UNITED HECKATHORN CO
09ZZ	N/A	UNOCAL ORCUTT TANK FARM TRACT #12631
09C1	01	WASTE DISPOSAL, INC.
09ZZ	N/A	WICKENBURG LANDFILL (BROWNFIELDS)

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 67 requests for documents, performed 539 database searches in SDMS-C, and provided 583 documents for EPA staff and other requesters.

Twenty-five indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on January 2 and January 5, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 13 FOIA requests totaling 11.75 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,417 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 500 pages off-site to a copy service. In addition, staff printed 427 pages from SDMS-C.

At the request of RPM Bruni Davila, 1 document from the AMCO Chemical site file was redacted.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 9 requests for documents on CD-ROMs. 58,931 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of January, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09L8	01	BURR BROWN
093H	01	CASMALIA RESOURCES
091N	01	COOPER DRUM
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09Q7	01	GEORGE AIR FORCE BASE
0963	00	GILA RIVER INDIAN RESERVATION
09CP	00	GREY EAGLE MINE
09X6	01	HALACO ENGINEERING CO
0920	01	INDIAN BEND WASH NORTH
09G9	01	INDUSTRIAL WASTE PROCESSING
0939	01	JIBBOOM JUNKYARD
093Y	01	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
091A	00	LEVIATHAN MINE

SSID#	OU	Site Name
0989	01	LORENTZ BARREL & DRUM CO
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
0965	00	MATHER AIR FORCE BASE
09M6	01	MEW STUDY AREA
09EW	00	MINEREC MINING & CHEMICAL
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
09CA	01	MONTROSE CHEMICAL CORP
0926	05	MONTROSE CHEMICAL CORP
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09ZZ	N/A	OLD SAWMILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09LX	01	PRESERVATION AVIATION
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
0942	01	SOUTH BAY ASBESTOS
09K2	01	SULPHUR BANK MERCURY MINE
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09R3	01	UNITED HECKATHORN CO
09ZZ	N/A	UNOCAL ORCUTT TANK FARM TRACT #12631
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in January:

Black Falls Contaminated Well Removal AR, sent January 9

Saipan Sewer Waste Site Removal AR, sent January 30

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Seven work-performed compilations were created or updated during January for the following sites:

ASARCO INC HAYDEN PLT, OU 01, SSID 09JS

FRONTIER FERTILIZER, OU 01, SSID 4R

INDIAN BEND WASH NORTH, OU 01, SSID 0920

MEW STUDY AREA, OU 01, SSID 09M6

MONTROSE CHEMICAL CORP, OU 01, SSID 0926

MONTROSE CHEMICAL CORP, OU 03, SSID 0926 (1 work-performed, 2 OUs)

SAN GABRIEL VALLEY (AREAS 1-4), OU 08, SSID 097B

SAN GABRIEL VALLEY (AREAS 1-4), OU 09, SSID 097B (1 work-performed, 2 OUs)

VALLEY WOOD PRESERVING INC., OU 01, SSID 09K5

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 14 collections

Electronic files attached to E-mails: 29 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of January, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
09JS	01	ASARCO INC HAYDEN PLT
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09RR	00	CROWN CITY PLATING
094R	01	FRONTIER FERTILIZER
0920	01	INDIAN BEND WASH NORTH
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
09M6	01	MEW STUDY AREA
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09RT	00	SAIPAN SEWER WASTE SITE
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
09K5	01	VALLEY WOOD PRESERVING INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on January 29.

The PM held a Managers/Supervisors meeting on January 27.

The PM held a Scanning Department meeting on January 23.

The PM held a Cost Recovery Department meeting on January 23.

The RMS IV/Circulation Department Supervisor held a departmental meeting on January 13 & 21.

The RMS IV/Head Indexer held a departmental meeting on January 6.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on January 14.

The PM continued to purchase supplies and equipment during January.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No activity occurred in this reporting period.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On January 6, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Bob Zucker & the Active Directory Migration Team to prepare for migration to Active Directory and Windows 2003 server by April 30, 2009.

An RMS IV/IS III coordinated with Bob Zucker to resolve the issue with R9REC crashing and researching the replacement for R9Rec on January 26. Work is ongoing.

An RMS IV/IS III coordinated with Al Belbahri concerning Nessus Security reports on R9REC, the issue was resolved and the server is running without any vulnerabilities as of January 27.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on January 15.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in January.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave 2 introductory ECMS presentations to EPA staff in January.

9.7 Attend ECMS Meetings & Teleconferences

On January 26 staff met with the TOAM to discuss task 9 of the Statement of Work. As a result of the meeting 5 subtasks were added to the Statement of Work to support the ECMS implementation project.

On January 15 staff attended regular ECMS technical teleconference.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

Anne Bonham (Librarian IV) was promoted to fill the Program Manager (RMS V) position left vacant by the retirement of Patrick Gookin. She began on the contract on January 26, 2009.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 17 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 3 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,310	10.9 lft.	229 lft.

Inventories

Records Surveyed	Year to Date
24.5 lft.	117 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
210 lft.	0 lft.	0 lft.	210 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
40	1	0	0	12	0	0	5	58